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11 July 1978

MEMORANDUM FOR: Deputy Director for National Foreign
Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Legislative Counsel
Inspector General
Comptroller
Director, Equal Employment Opportunity
Director of Public Affairs

FROM: John F. Blake
Deputy Director for Administration

SUBJECT: Recruitment of Personnel

1. We are embarking on a thorough review of the personnel recruitment mechanism operated by the Office of Personnel. In connection with that review I would appreciate your observations on the effectiveness of our recruitment activities, as you view the matter, and with particular reference to technical and professional personnel. Your input will be of assistance to us in trying to identify any "soft spots" in the program and, likewise, we stand to gain by any constructive criticism you may feel free to offer.

2. Please make your remarks as encompassing as possible. Some of the kinds of feedback we would like to receive are as follows:

- a. Do your recruitment requests appear to receive timely attention?
- b. Are the files that are sent to you in answer to your request responsive to the needs of the job?
- c. Do the grades which you have available appear competitively adequate for the type of person you are seeking?
- d. Is there sufficient feedback to keep you aware of the status of applicant processing?
- e. Are the field interview reports written by the field recruiters sufficient in depth and quality to allow you to express interest?

MORI/CDF

(Administrative - Internal Use Only)

The above suggestions are only illustrative of the type of information we seek. Your cooperation in this matter will be appreciated and will be a contribution to the common good.

3. If at all possible, I would appreciate receipt of your reply by 1 August 1978.



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John F. Blake

cc: D/Pers